



# **Department of the Army Mass Transportation Benefit Program (MTBP)**

## **Outside the National Capital Region (NCR)**

### **Completing the MTPB Application Form**



- **This guide is to assist MTBP participants in completion of the application form.**
  - **How to use the fillable PDF form**
  - **Information you need to provide**
  - **Where to obtain information**
  - **Other questions**



- **How do I complete the application form?**
  - **The MTBP application form is a fillable PDF form. Click on each block of the form and type in the required information.**
  - **In order to complete Parts II and IV, you MUST print the form and complete those parts manually.**
  - **You may also print out the blank form and print or type the information manually. Incomplete or illegible forms will not be accepted.**



- **The MTBP application form is used for four types of participant transactions. Check the applicable block at the top of the form.**
  - **New Enrollment.** New enrollments are first-time applicants. Applicants who are enrolling at a new duty location, but were participating in the program at their previous location, are also defined as new enrollments. You must formally withdraw from the program at your old location and submit a “new enrollment” application at your new location.
  - **Re-enrollment.** Re-enrollments are program participants who have withdrawn, or have been suspended or terminated, and are applying to renew their participation at their current location.



- **Change request.** Change requests include changes to the amount claimed for reimbursement, type of mass transportation, type of fare media requested, or personal information, e.g. name change or change to military status (Active/Reserve). Use the drop-down on the form to identify the type of change requested.
- **Withdrawal.** Withdrawals are participants who are formally terminating their participation in the program. Circumstances for withdrawal may include change of duty location, retirement, separation, or dismissal. Withdrawal also refers to actions taken by the local POC to suspend or terminate a participant's receipt of fare media. Reasons for suspension or termination may include extended absence (e.g. long-term TDY, sick leave, deployment) or disciplinary action for non-compliance with program requirements. If you are withdrawing, enter the effective date of your withdrawal.



## • **Part I. Applicant Information.**

- **Enter your full name and the last four digits of your Social Security Number. Enter the city, state and zip code of your residence. For “Organization (Command)”, enter the organization that pays your salary. For “Installation Activity” and “Duty Location”, enter the name and location of the installation where you work.**
- **Enter your supervisor’s name and location information. Your supervisor will be contacted to verify your employment. If you are detailed to a long-term special assignment (e.g. educational or training with industry), enter the name of your Army supervisor, unit commander or human resources/ personnel office that can verify your Army employment status. Note also that your supervisor’s signature is required in Part V.**



- **Employment Type.** Check only one of the ten categories shown.
  - **Military members.** Check the appropriate block for your component and rank. Members of the Army National Guard or Army Reserve who are not currently serving on active duty and are not Army civilian employees are not eligible to receive the mass transportation benefit.
  - **Civilian employees.** Check the appropriate block for your employing activity/component. For example, if you are a civilian working for the Army Reserve, check that block. Army civilian employees who serve in the Guard or Reserve, but are not currently on active duty, are eligible for the program in their civilian status.
  - **NAF employees.** Enter the 9-digit Standard NAFI Number (SNN) number for your location. This information may be obtained from the Garrison Director of Morale, Welfare, and ASA (FM&C)



## • **Part II, Applicant Certification.**

- **The Army MTBP application form includes several certification statements. By initialing the certification statements and signing the form, the applicant is formally and legally attesting that the statements made in the application are true.**
- **Employees who misuse the transportation benefit may be subject to criminal prosecution, and/or agency disciplinary action, up to and including dismissal. Substantiated violations of the program policies and guidelines may impact a participant's security clearance status.**
- **Each of the certification statements is explained in the following charts. Read and manually initial each item, certifying that you have read and understood the statements.**



- **“I certify that I understand that I am employed by the US Department of the Army as a military member, civilian employee or non-appropriated fund employee. My claim for benefits is as a Federal employee or military service member, and not as a contract employee.”**

*This means that you are employed by the Army (and receive your pay directly from the Army) or are an Active Duty military service member, including Army Reservists and Army National Guard Members who are on active duty. Also included are part-time Army employees, paid interns, and non-appropriated fund (NAF) employees employed by a duly constituted NAFI. Contractors are NOT eligible to receive the benefit.*

- **“I certify that I understand that I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.”**

*This means that you are qualified to receive the transportation fare*

*benefit, you will use it only to pay for your commuting costs to and from work*



- **"I certify that I understand that the mode of transportation for which I am claiming the mass transportation benefit is a qualified means of transportation."**

***Qualified means of transportation are commercial or public transportation provided by any person in the business of transporting persons for compensation or hire, operated for use by the general public, and/or modes of transportation that meet the requirements of section 132(f) of Title 26 of the Code of Federal Regulations (C.F.R.).***

- **"I certify that I understand that the monthly transportation benefit I am claiming does not exceed my monthly commuting costs."**

***This means that you will not claim more in fare benefit than what it actually costs you for your commute to/from work. Costs should be calculated based on actual days commuted, taking into consideration telecommuting, alternate work schedules and compressed work schedules.***



- **“I certify that I understand that I will not include parking costs, tolls, or the cost of “holding” a space in a vanpool when calculating and claiming my monthly commuting costs.”**

***This means that you will not include costs in your calculations which are not specifically for your commute via a qualified means of transportation, including parking (i.e. commuter lots, parking garages, etc), tolls, or costs of “holding” or “reserving” seats for vanpools while you are on extended absence. The benefit is intended to solely cover your actual use of mass transportation.***

- **“I certify that I understand that I will adjust the amount received based upon extended absence (e.g. leave, TDY or deployment).”**

***This means that if you are away for an extended period, in which you are not commuting and incurring costs, that you will not claim benefits, or if you have already been issued benefits for that period, you will either reduce your next claim by any remaining amount, or provide repayment to the Army for periods during which you are not eligible to participate.***



- **“I certify that I understand that I will notify my local MTBP Program Manager of any changes in my status, e.g. name change, home or work address, change in commuting pattern or cost, or change in duty location or employing organization, even if within the Army.”**

*This means that you are responsible for notifying the MTBP Program Manager of any information changes. This information is used for identification purposes, and for making any changes to your benefit.*

- **“I certify that I understand that upon separation from the MTBP, I will notify my local MTBP Program Manager, and will return unused fare media to the Program Manager. If I have used the fare media for other purposes or converted the fare media to another form of media, I will reimburse the Army by check or money order payable to the U.S. Treasury.”**

*This means that you must notify your local Program Manager, in order to be withdrawn from the program and terminate your receipt of fare media. You are responsible for returning any fare media you received for periods during*

*which you are not eligible to participate, or providing repayment to the Army for fare media used during that period.*



- **Part III. Mass Transportation Benefit Calculation.**
  - Enter the name(s) of the transit system(s) you intend to use for your commute to and from work (e.g. BART, VPSI, Metro, etc.).  
**Do not simply put “bus”, “van pool”, etc. but specifically identify the system or company name.**
  - Identify the type of fare media you intend to use, e.g. bus tokens, vouchers, subway pass, etc.
  - For “Type of benefit requested”, select one of the following:
    - Check “DOT-issued fare media” to receive fare media purchased and distributed by DOT and/or your installation POC.
    - Check “SF 1164 reimbursement” to receive reimbursement for purchase of fare media.
    - **NOTE: If DOT-issued fare media is available, you MUST elect to receive the DOT issue.**



- **Describe your commuting route via public transportation, including any travel in your POV, from your home to your workplace and back.**
- **Your work schedule. Enter the total number of days you work per month. There are 21 workdays in an average month.**
- **Working from home. If your work schedule includes some days telecommuting from home, those days are NOT INCLUDED in your commuter expenses. Enter the number of days per month you work from home.**
- **Working from a telecommunications site.**
- **If you work some days at a telecommuting site, and you DO NOT use public transportation to get to the site, those days are NOT INCLUDED in your commuter expenses. Enter the number of days per month you work from the site.**
- **If you DO use public transportation to get to the site, those days ARE INCLUDED in your commuter expenses. DO NOT enter the number of days**



- **Total Commuting Days.** Subtract the number of days you work from home (B), and the number of days you work at your telecommuting site without using public transportation (C), from your total workdays (A).
- **Commuting Costs.** Complete only those items (D, E and/or F) that apply to your commute. If you have more than one option, e.g. a choice between purchasing either daily fare or weekly fare, enter the costs for all available options.
- **Select the LOWEST monthly cost and enter it in the space provided.** This is your claimed commuting cost.
- **NOTE:** Enter your actual claimed cost, even if it exceeds the current maximum benefit amount. If your claimed commuting cost exceeds the maximum benefit, you are responsible for the additional amount.



- **Part IV. Funding Information.**

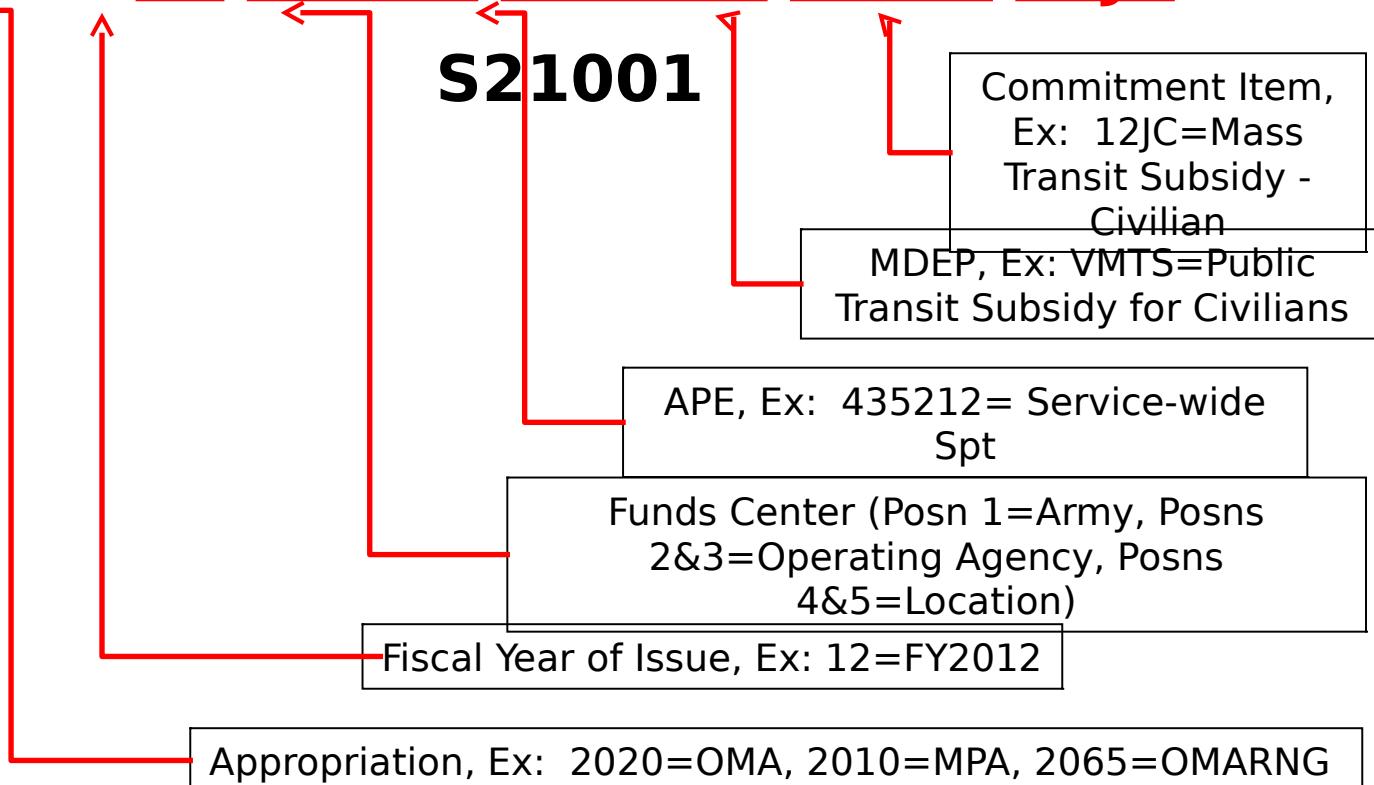
- **Complete this section ONLY if you are requesting use of the SF 1164 reimbursement procedure. If DOT-issued fare media is available, you MUST use the DOT issue; you may not elect to request reimbursement via SF 1164.**
- **Enter the accounting classification which funds your salary. In order to process the forms accurately and bill the proper funding source for use of the MTBP benefit, it is imperative that the funding information is filled out correctly. Contact your Payroll/Timekeeper POC or Resource Management/Comptroller Office POC to obtain the correct information.**
- **See the next two slides for specific information about the accounting classification.**



## SAMPLE GFEBS Budget Address

(Entries in **RED** will change as required)

**021 202010D12 A22ZZ 435212 VM**T**S 12JC 41043**





- **APPROPRIATION:** Enter the appropriation that funds your salary
- **FISCAL YEAR:** Enter the current fiscal year
- **FUNDS CENTER:** Enter the codes that identify the OA that funds your salary, and your location
- **ARMY PROGRAM ELEMENT:** Enter the APE that funds your salary
- **MANAGEMENT DECISION PACKAGE:** Enter the MDEP for your type of employment:
  - **VMTS** - Funds the MTBP for civilian employees.
  - **PAOT** - Funds the MTBP for active duty military members.
  - **PRAG** - Funds the MTPB for RC members serving on active duty.
- **COMMITMENT ITEM:** Enter the code for your type of employment:
  - **122C** - For all military members (AC and RC).
  - **12JC** - For all civilians and NAF employees.



- **Part V, Signature and Review.**
  - **Sign and date the application form.** By doing so, you are certifying that the information you provided is true and correct. You also acknowledge that any false statements or misrepresentations may subject you to criminal, civil, or administrative penalties.
  - **Have your supervisor must also sign and date the form.** Your supervisor will certify you are eligible for the MTBP based on your employment status, and that the information you provided is true and correct to the best of his/her knowledge.
  - **Submit the completed form to your local MTBP POC.** The POC will review the form and sign and date it to certify that all required information has been provided.



- **What happens next?**
  - **Your local MTBP POC will submit the application information to DOT, for applicants requesting DOT-issued fare media; or to the HQDA MTBP POC, for applicants requesting use of SF 1164.**
  - **Application information is sent to DOT each month, between the 20<sup>th</sup> and 25<sup>th</sup> of the month.**
  - **NOTE: It takes approx 30 workdays to process the application, from submission to DOT to initial receipt of fare media. For example, application information submitted in May will be processed in June, and fare media will be issued for use beginning 1 July.**



## What if I have more questions?

- **Check with your installation POC**
- **Consult the Army's MTBP website at:**
- **<http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>**
- **Consult the "MTBP Program Policy, Procedures and Guidelines" found on the website**
- **Contact the DA Program Manager (click on the Army MTBP email icon on the website)**